

NOTICE OF POSITION AVAILABLE

(posted 07/21/2015)

Systems Administrator

The Mississippi Supreme Court is seeking a Systems Administrator for its Local Area Network, and for the support of statewide computer equipment and systems distributed by the Administrative Office of Courts.

This is a salaried position with insurance, retirement and other state employment benefits. The Mississippi Supreme Court is an equal opportunity employer.

Qualified persons should email resume' with references, and a one page single spaced statement of why the applicant considers him or her self to be qualified for the position by August 7, 2015, to:

Daryl L. Wingo
Director of Information Technology
Mississippi Supreme Court
450 High Street
Jackson, MS 39201
dwingo@courts.ms.gov
(601) 359-3709

Systems Administrator

This position is responsible for the on-going installation, distribution, monitoring, maintenance, support, administration, and disaster recovery of free-standing and networked systems. Incumbent will also be responsible for the technical help desk on software, hardware, and network issues. This position will work under the direction and coordination of management.

Essential Activities

- Provide network administration
- Provide technical services
- Track computer inventory
- Provide help desk support
- Maintain readiness of approved disaster recovery policies, procedures and plans
- Learn and maintain detailed working knowledge of free-standing and network computing resources
- Maintain expertise in technical and security practices
- Work with management on short and long range goals and objectives for technical services

- Identify, assess, and determine potential value of new and emerging technologies to be assimilated or integrated
- Complete assigned courseware for continuing education
- Accomplish any other assignments as may be directed

Requirements

- B.S. in Business Information Systems or a computer related field of study
- Experience supporting end-users with software and hardware issues
- Experience in network administration on Microsoft Windows servers using Active Directory
- Experience in administering Microsoft Exchange
- Experience supporting wired and wireless networks
- Experience with Linux is a plus
- Must have strong communication and interpersonal skills
- Must have the ability to interact effectively with a wide variety of personalities both inside and outside of the organization, and work well under pressure
- Must have the ability to work within a team environment and independently
- Must have a valid driver license
- Must be a U.S. Citizen

Physical Requirements

These physical requirements are not exhaustive, and additional job related physical requirements may be added on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

- Moderate Work: Be able to lift up to approximately 25-50 pounds.
- Near Acuity: Clarity of vision at 20 inches or less.
- Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.
- Far Acuity: Clarity of vision at 20 feet or more.
- Depth Perception: Three-dimensional vision. Ability to judge distance and space relationships so as to see objects where and as they actually are.
- Accommodations: Ability to adjust focus.
- Ability to give and receive information through speaking and listening skills
- While performing the duties of this job, the incumbent is regularly required to sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is frequently required to stand; and walk. The incumbent is occasionally required to climb or balance; and stoop, kneel, crouch, or bend.

Travel

- Must have flexibility to work overtime if required
- Less than 20% in-state travel may be required